



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	<b>Associate Personnel Analyst</b>
TENURE:	Permanent
TIME BASE:	Full-Time
SALARY:	\$4111- \$4997

### **POSITION:**

Under the general direction of the Staff Services Manager I, performs the more responsible, varied and complex analytical and technical personnel and examinations work for the State Treasurer's Office.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Makes decisions and provides advice and assistance on varied and difficult personnel management problems; analyzes and classifies positions; conducts classifications surveys, prepares formal memorandums or reports on personnel matters; reviews proposed personnel actions for conformity with regulations and classifications for good personnel practice; prepares disciplinary proceedings; develops departmental personnel rules and regulations and interprets and explains civil service laws, rules and procedures.
- Coordinates written examinations, reviews test material, writes test items, and does test research; develops techniques for the appraisal of educations and experience; develops examinations plans; schedules examinations; administers exams; and serves as chairperson for exams in which the State Treasurer's Office, Authorities and Commissions participate.
- Acts as departmental Safety Coordinator. Reviews safety issues for conformance with Cal Osha rules and regulations and makes recommendations to eliminate safety problems in the work place.
- Investigates departmental grievances, prepares responses to grievances; counsels departmental management staff on good labor relations practices, procedures and policies; investigates discrimination complaints; acts as a Equal Employment Opportunity Counselor; reviews procedures and policies and makes recommendations to appropriate courses of action as related to the department's affirmative action program.

### **DESIRABLE QUALIFICATIONS:**

- A complete understanding and working knowledge of the State personnel and examination process.
- The ability to think clearly, act quickly and use good judgment.
- Ability to recognize issues of political sensitivity and to use tact and discretion when discussing them.
- Excellent analytical, written and verbal communication skills.
- Knowledge of Microsoft Word, Access and Excel.
- Ability to gain and maintain cooperative working relationships at all levels.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment list eligibility as an Associate Personnel Analyst or are interested in a lateral transfer may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

**Please state the source of your eligibility (i.e. list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "820-200-5142-003" next to the classification on your application/resume, i.e., Associate Personnel Analyst (820-200-5142-003).**

**FINAL FILING DATE:**

Applications will be accepted until **September 23, 2005**. Applications will be screened and only individuals with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.

09/08/05

ADMIN:cs